



# CHECKLIST

# FOR COMPLETING

# ANNUAL

# REPORTS

**(Please place in President's Binder, for use in completing Annual Reports)**

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Kingston Archdiocesan Council, 2009

## CHECKLIST FOR ANNUAL REPORTS

Annual Reports allow us to capture a unique view of the dedication, enthusiasm and love of the League that is displayed by our members throughout the diocese.

In no way are Annual Reports an attempt to “check up” on councils or to police the work that they are doing. Rather, they are a window into the soul of each council – giving a clear view of the issues that concern them, locally, nationally and around the world. By reporting their activities, Councils allow us to see what is important to them, and to explore programs and initiatives to deal with these concerns.

Parish Councils are truly the grassroots of this great organization. It is here that concerns are voiced, ideas are born, and action begins to take place. Diocesan, Provincial and National initiatives have more often than not developed from a seed planted at the Parish Council level.

Reporting your activities would seem to be a relatively simple matter. However, knowing where to report which activities is often confusing. There is much overlapping of activities in the various Standing Committees, which naturally leads to a lot of confusion.

The attached check-list is by no means perfect, or complete. It does, however, attempt to sort out some of the activities that Councils are involved with, and give some direction as to which Standing Committee they fall under and where to report them. Many Councils will no doubt have other activities or projects to report, and simply reading over the checklist may spark a memory of some activity which had perhaps been overlooked.

No report is limited to the ideas presented here. This is nothing more than **an overview of possible activities** under the different Standing Committees. There are many more ideas, and we want to hear about them! Your ideas and projects could inspire other Councils to take on new challenges.

Annual Reports are most easily completed at an Executive Meeting, held for that specific purpose, **in late November or early in December**. It is a good idea to have the minutes of all meetings from the year being reported on available at this meeting. Going over this check-list as a group will help to sort out ideas, and report them in the appropriate area, **on the forms provided by your Diocesan Organization Standing Committee Chairperson**.

**It is extremely important that your Parish Council Reports be forwarded to the Diocesan Organization Chairperson by the date specified.** Your reports must then be delivered to the various Diocesan Standing Committee Chairpersons, who then compile reports to be forwarded to the Provincial Executive. Provincial Reports are then compiled, and forwarded to the National level. All have specific deadlines that must be met, or the whole chain begins to fall apart.

It is hoped that this check-list will make the job of Annual Reports easier for all. **A copy of this check-list should be kept in your President's Binder, for future reference.**

## **ORGANIZATION**

This Standing Committee is ultimately responsible for the survival of the League!

Duties include:

### **recruiting and maintaining membership**

- Use Parish collection envelopes to collect memberships
- Handouts after Mass or included in bulletin during membership drive
- With Pastor's permission, speaker at Mass during membership drive, to outline the work of the League and encourage membership
- League bulletin boards
- Inviting prospective members to meetings, special events, etc.
- Extensive use of "personal contact" in recruiting members
- Regular CWL Newsletters, distributed to all parishioners
- "Bring a friend to a meeting" campaign
- Welcome kits for new members; celebrating new members
- Visiting and phoning members who are unable to attend meetings, keeping them informed of activities
- Recognizing members by remembering special birthdays, anniversaries, etc.
- Paying membership fees for seniors in nursing homes
- Socials after monthly meetings
- Mentoring! (Outgoing chairpersons working with newly elected, to help them adapt to the position)
- Recognizing members through presentation of service pins, Maple Leaf Pins, Bellille Guerin Pin, Certificates of Merit, etc.

### **Leadership development**

- Attendance at Workshops, Development Days
- Attendance at Diocesan and Provincial meetings and Conventions
- Leadership Training programs, public speaking programs
- Guest speakers from other levels of the League
- Financial assistance for members to attend meetings and conventions
- Taking advantage of National Development Fund to obtain funding for special leadership training programs at the Parish level.

### **League resource material**

- Use of resource materials available as a reference to train, inform, educate and celebrate members
  - National Manual of Policy and Procedure
  - The Canadian League Magazine
  - Constitution and Bylaws
  - Leading the League
  - Executive Handbook
  - Handbook for Organization Chairpersons
  - DVD For God and Canada
  - brochures, leaflets, newsletters, web sites, directives

### **Annual Reports**

Annual Reports assist Councils in formulating their own history, as well as providing information to the other levels of the League as to Parish Council activities, interests, concerns, involvement in Parish and Community. Many Councils complete the Annual Report at an Executive Meeting, called for this specific

purpose.

It is important that guidelines and dates for completion be respected, as others are depending on your report in order to complete their report. Deadlines are critical if information is to reach all levels of the League, and provide both guidance and inspiration in formulating plans for the coming year.

Annual Reports are NOT meant to check up on you. Rather, they are a means of sharing ideas, information, enthusiasm, and an opportunity for your Council to see just how much work you do.

Once completed, and forwarded to the Diocesan Chair of Organization, your report should be included in your Parish Council History, and read at your Annual Meeting (usually in January), to remind all members of all the work you have done. Celebrate your achievements!

### **Life Membership**

Life Members have a wealth of information to share ...

- Invite them to conduct mini-workshops at meetings
- Involve them in doing research for preparing resolutions
- Ask them to mentor newer members and potential executive members
- Celebrate the contribution of Life Members

## **SPIRITUAL DEVELOPMENT**

**The primary role of this Standing Committee is to provide opportunities for members to grow spiritually,**

- Encourage daily recitation of the League prayer for the intention of all members of the League
- Masses for members, deceased members, special intentions such as conversion to pro-life
- Act as prayer partners with members, school children preparing for sacraments
- Schedule masses before meetings; attendance at daily Mass; special prayers services for Feast of Our Lady of Good Counsel;
- Plan retreats; days of spirituality; promotion of the Divine Mercy Chaplet
- Organize prayer chains/networks for members and other parishioners
- Plan special prayer services for military personnel and families

**to study Catholic teachings,**

- Study sessions on various topics – Liturgy of the Hours; Bible Study; encyclicals and letter of Pope Benedict XVI;
- Share Christian Books, religious magazines, papers and other Catholic publications
- Attend Faith Enrichment programs
- Sponsor workshops/guest speakers on forgiveness, healing, the history of the Church, etc.
- Use of the Beatitudes Study Program at meetings
- Include spiritual readings and meditations at all meetings

**to explore the role of women in the Church, and encourage participation in lay ministries,**

- Participate in church ministries – readers, communion ministers, choir, sacristans, preparation of intercessions for Sunday Masses
- Serve on parish councils, liturgy committees
- Be involved in planning and leading children’s liturgy classes
- Assist in preparing school children for receiving sacraments – reconciliation, first communion, confirmation
- Host receptions for celebrations associated with the sacraments; providing gifts for newly baptized, confirmation, first communicants, newly-weds
- Honour guards and prayers services for deceased members

**to participate in evangelization and mission assistance,**

- Support missions, with prayer, financial assistance
- Support Catholic Missions in Canada, through donations and activities
- Support “Twin Parishes” in developing countries

**and to reach out to others through ecumenical and interfaith endeavours.**

- Participate in World Day of Prayer Services
- Rotate with other community church groups to plan services to pray for the military, lenten noon day services, prayer groups, Christ in Christmas celebrations, Advent candle light services; scripture readings; interfaith Christmas Carol Concerts; Good Friday ecumenical services
- In smaller communities, assist at funeral luncheons for all denominations
- Be members of and/or hold office in the Women’s Inter-Church Council of Canada
- Membership in the World Union of Catholic Women’s Organizations
- Join with other Church groups in sponsoring speakers on topics of importance to the community (i.e. Trafficking in women and children, etc.)

## **CHRISTIAN FAMILY LIFE**

This Standing Committee focuses on working to defend and promote the values we embrace as Christian families...

### **Marriage and Family**

- Sponsor and/or support engaged and marriage encounter weekends, marriage preparation courses
- Gifts and welcoming pamphlets for couples celebrating their baby's baptism
- Arrange for speakers topics related to marriage and the family; held workshops
- Celebrate National Family Week, special masses and liturgical celebrations for married couples, Mother's Day, Family Day, special Anniversaries
- Sacramental Celebrations
- Support families in developing countries
- Sponsor natural family planning programs
- Complimentary one year membership to new brides
- Bibles or crucifixes to newlyweds
- Letter writing, phone calls, petitions to different levels of government protesting actions contrary to our Christian beliefs

### **Sanctity of Life**

- Support Birthright, League for Life, Campaign Life Coalition, Rosary for Life, Anchor of Hope Fund, etc.
- Organize and supported Walk for Life, Life Chain, Candlelight vigils, Masses for pro-life, etc.
- Speakers on issues such as euthanasia, abortion and end of life issues
- Distribute brochures, attended conferences, dealing with all pro-life matters
- Letter writing, phone calls, petitions to different levels of government on issues related to the sanctity of life

### **Ministry to Youth, the disabled, seniors, widowed, separated and divorced members of our communities**

- Support Catholic Girls League, National Evangelization Team Ministries, Camp Trillium, Youth Retreats, Trips to underdeveloped countries, Bible camps
- Sponsor programs to teach Christian and family morals – videos, etc.
- Support interfaith programs for youth
- Welcome disabled people and encouraged them to take part in liturgical celebrations
- Assist disabled person(s) and the elderly living on their own with housework, cooking, etc. Provided transportation for disabled to appointments, Mass, outings, shopping, hair appointments
- Visit disabled in their homes, hospital, nursing homes
- Transportation to Mass for seniors; communion to sick and shut-ins
- Organize entertainment at seniors' homes to celebrate special days
- Elder-care workshops, etc.
- Support widows in the form of Masses, sympathy cards, memorial services
- Encourage widows to attend meetings, offered free memberships
- Assist women struggling with depression, divorce, widowed or illness
- Baby-sitting for single mothers, so they can go on outings

### **Vocations**

- Clergy appreciation and anniversary dinners
- Donations to priests' retirement fund, Seminarian fund (Bishop Pappin Fund)
- Offered prayers for vocations, spiritual bouquets and novenas, masses
- Adopted seminarians and/or novitiates and assisted them financially and with prayers

## **COMMUNICATIONS**

### **The Canadian League Magazine**

- encourage members to read copies of the League
- once read, make copies of the League available to non-members
- copy articles and include in the Parish Bulletin, with permission of the Pastor – ideas to recruit members, etc.
- discuss articles and ideas at meetings
- submit articles to the League Magazine that highlight the unique dedication, enthusiasm and love of the League that is displayed by members, or that provide information on subjects of interest or special events

### **Use of Media for Evangelization**

- promote World Day of Prayer and Week of Prayer for Christian Unity through articles in local papers
- sponsor ads publicizing times for mass on television
- promote subscription to various Catholic publications – Catholic Register, etc.
- promote programming featured on Salt + Light Television, Vision TV, and other television stations. Encourage discussion of programs at meetings.

### **Use of Media to promote the League**

- advertise meetings and events in local papers, television and radio
- submit articles regarding special events or activities to local papers
- invite representatives of media to attend special events – presentation of awards, service pins, etc. to members
- advertise in High School Yearbooks
- encourage use of National, Provincial and Diocesan web sites for information and ideas, reports, communiques, etc.
- develop Parish Council web site
- provide information to members regarding web sites for organizations such as MaterCare International, etc. so that members can keep informed

### **Evaluation and promotion of good content**

- send letters and e-mails to radio stations, newspapers, advertisers, television stations, both in appreciation for good content, and concern for what is in poor taste
- encourage parents to supervise and promote good television viewing and safe Internet use

### **Newsletters and bulletins**

- produce and distribute council newsletter – to members, shut-ins, include in parish bulletin, send via e-mail or post on web sites
- use parish bulletin to promote League events, activities, meetings, etc.
- use web site where available, and bulletins boards to post minutes of meetings or notices regarding CWL activities

### **Media Relations**

- send cards and letters of thanks to local media for coverage of CWL events, etc.

### **Pornography**

- supported Ribbon of Signatures Campaign against pornography
- monitor displays of pornographic materials in local business locations
- letters sent to government and to broadcasters urging monitoring of programming to eliminate pornographic content

## **COMMUNITY LIFE**

### **Support of dignity and rights of persons**

- support and assist charitable causes... children's drop in centres, blood donor clinics, meals on wheels, bereavement clinics, women's support groups, clothing drives, addiction centres, mental health centres, school lunch and breakfast programs, etc.
- support programs addressing families in crisis, women's shelters, etc.
- serve on boards of charitable organizations
- focus on trafficking in women and children through workshops, education programs, distribution of brochures, videos, speakers
- educate members and sponsor programs dealing with the effects of bullying
- volunteer in personal care homes, provide assistance with daily routines for seniors
- conduct programs focussing on the rights of seniors and elder abuse
- study Legislation and Resolutions relating to dignity and rights of persons, and follow action plans with letter writing, etc.

### **Actions related to social and economic justice**

- support food banks, soup kitchens, community and school breakfast programs,
- volunteer with organizations that support the blind, patients with alzheimer's,
- speakers on home safety for seniors
- support Fair Trade programs, coffee, etc.
- letter writing to all levels of government in support of Resolutions
- lobby government, through personal contact and letter writing, to improve living conditions for the poor, to ensure access to clean water, etc.

### **Efforts to support refugees, immigration and citizenship ....**

- wear red on Fridays, in support of our military
- assist members with immigration, refugee or citizenship issues such as completing forms, contacting various government agencies, etc.
- welcome new immigrants into the community with receptions and helping to celebrate citizenship ceremonies
- participate in Remembrance Day ceremonies, parades, laying of wreaths
- billet foreign students
- arrange transportation for immigrant workers to attend Mass; invite them to participate in parish activities

### **Canadian Catholic Organization for Development and Peace**

- serve on boards and committees of CCODP
- participate in the CWL 1% percent program – donating 1% of all personal spending (perfume, manicures, etc.) and as a council donating 1% of all CWL fundraising proceeds to aid women's projects in Africa, Asia, Latin America and the Middle East
- support Share Lent programs
- send letters to members of parliament regarding issues such as water privatization, mining,
- Assist those in developing countries ...support agencies such as Canadian Food for Children, Save the Children Fund, Foster Parents, Habitat for Humanity, Child care International, Save a Family Plan, Operation Eyesight, Operation Christmas Child, Doctors Without Borders
- provide assistance to victims of storms, earthquakes, etc.
- invite speakers to speak on issues such as water shortage in West Africa, deaths caused by water borne illness and disease, etc.
- support the Buy-a-net program to eradicate malaria in African countries

## **EDUCATION AND HEALTH**

### **Catholic Education**

- become involved in school communities as trustees, school council members, teachers, aides, support staff, classroom volunteers
- pray the Rosary in schools, prayer partners with students preparing for sacraments
- fund retreats, bursaries, scholarships, awards for graduating students
- direct school bands, choirs, organized Christmas Concerts
- campaign for and supported Catholic Schools financially
- provide school supplies for needy students
- raise funds for special equipment or needs in schools
- circulate literature promoting Catholic education

### **Literacy and Continuing Education**

- volunteer and/or participate in Literacy programs, reading groups, computer skills training
- enroll in pastoral care or other formation programs
- teach English to new immigrants
- attend retreats and conventions
- keep members informed of on-going education courses available in the local area

### **Scholarships and bursaries**

- provide bursaries, scholarships, special awards for students in both high schools and elementary schools
- support seminarian funds
- support the Coady International Institute
- support mission programs to third world countries by high school students

### **Wellness and sickness/disease**

- sponsor blood donor clinics
- sponsor speakers on health issues and healthy living
- provide pamphlets and videos on disease prevention
- donate to health related organizations – Breast Cancer Research, Heart & Stroke, etc.
- participate in fund raising events – Terry Fox Run, Breast Cancer Walk, etc.
- make and donate items for Cancer patients, children's hospital patients
- participate in music therapy classes
- organize benefits raising funds for victims of fires, accident, health crisis, etc.

### **Environment**

- encourage members to reduce, reuse and recycle
- promote buy locally initiatives
- hold scent-free meetings
- promote use of reusable shopping bags
- host informational meetings on environmental issues in the community
- send letters to all levels of government concerning environmental issues

### **Genetics**

- facilitate discussions on genetic issues that affect our food supply
- hold discussions on stem cell research
- encourage letter writing regarding procedures in the field of genetics
- monitor of media articles relating to genetics, secular and religious media publications

## RESOLUTIONS

Challenges at home, in our schools and communities; issues related to the environment, education, health, justice and society in general – all of these are of concern to women, and to members of the League. Resolutions, beginning at the grass roots level, are our chance to voice our concerns, and ultimately, to effect change.... to make our voice heard!

### Research and preparation of resolutions and briefs

- participate in workshop on researching and crafting of potential resolutions
- work with neighbouring councils on formulating resolutions

### Study and implementation of Resolutions passed by other levels

- discuss Resolutions at meetings, and decide on a specific action plan for members to follow
- keep members up to date on issues by means of guest speakers, videos, handouts and referrals to The Canadian League.
- encourage letter writing to members of parliament and government at all levels

## LEGISLATION

### Monitor and study legislation at all levels of government

- monitoring bills being introduced at both Provincial and Federal level through newspapers, television, inter net, etc.
- educate members on the issues that affect all of society
- support elected officials by supporting meaningful legislation, through letters, e-mail, phone calls, personal contact
- voice concerns regarding unacceptable proposed legislation in the same manner as above

### Preparation of briefs and position papers on proposed legislation

- prepare briefs and position papers that make members of parliament aware of opinions both for and against proposed legislation
- organize and/or support petitions opposing legislation that is unacceptable

## PAST PRESIDENT-HISTORIAN

Refer to “Archives Guidelines for League History, Provincial, Diocesan and Parish Councils”, available on the National Web site which outlines what, where, when and how of **preserving archives and historical data**. This duty falls to the Past President, who usually acts as the Council Historian.

Past Presidents are encouraged to write two or three pages outlining the highlights of their term as President. These highlights become valued historical notes for future council histories.

There should be a photograph of the Past President and her Executive in Parish Council Archives.